

Glossary of Terms

Summary

As we prepare for the next academic year, a range of terms are being used to describe digital teaching and assessment. The Teaching and Learning Planning group proposes that the collegiate University establishes some consistency in the use of relevant terminology, particularly in committee papers.

ESG is asked to:

- **note** the definitions in the glossary of terms
- **agree** the approach of using these terms consistently in committee papers
- **forward** to other relevant groups.

Preferred terms are given in bold with alternatives following in brackets.

Asynchronous is used to describe online activities which do not occur at the same time for a whole cohort, such as discussions, quizzes, or collaborative writing activities which take place in Canvas.

Blended learning is an approach to education that combines online educational materials and opportunities for interaction with traditional place-based classroom methods. Blended learning differs from the University's Flexible and Inclusive approach to teaching in that it requires the physical presence of both teacher and student, with some elements of student control over time, place, path, or pace.

Flexible and inclusive teaching is used to describe the University's approach to teaching in the AY 2020/21 which recognises and minimises barriers to participation faced by staff and students and can accommodate their needs for where and how they study. Planning for this approach involves preparing online alternatives for lectures and large groups, and planning for small group teaching which will preferably be held in-person but can revert to remote alternatives if conditions change.

Hybrid teaching is used to describe a class where some students are physically present and some are simultaneously joining the class remotely.

In-person teaching (face-to-face) is used to describe teaching where students are expected to engage with the teaching and learning activities in person in rooms in their College or Department.

Live-streamed (synchronous) is used to describe an online (audio and/or video) call which takes place while you are participating, such as a Microsoft Teams live webinar, Microsoft Teams meeting, or a Panopto webcast.

Online exams (online assessment) is an assessment which students complete using a computer connected to the Internet, typically a timed assessment conducted under exam conditions.

Online learning (distance learning) is used to describe courses or modules which have been designed for a fully online learning experience.

Open book exams has been used to describe the approach in Trinity term where students undertake an unseen, timed assessment remotely and submit their scripts online. Previously this term was used to describe a timed assessment sat under exam conditions where students can bring in notes they have prepared and key texts.

Remote teaching is the University's approach to teaching in Trinity term 2020 where students were expected to engage with familiar teaching and learning activities from a distance. This will continue to apply to some students who are starting the year remotely in AY 2020/21.

Screencast is a digital video recording of actions you carry out on your computer screen; it usually includes audio narration and explanation. Such a video may also be referred to as a 'screen recording' or a 'screen capture'. Depending on the tool used, a region of the screen and/or the whole screen may be recorded; usually the mouse cursor is highlighted to emphasize on-screen actions being demonstrated.

Take home exams are a form of assessment which students complete in their own time, usually involving background research conducted over several days.

Webcasting is the process of broadcasting live over the internet. Panopto has the facility to webcast a presentation or lecture in real time to students remotely or in a nearby 'overflow' room.

Acknowledgements

QAA (2020) [Building a Taxonomy for Digital Learning](#)

Rose, H. & Winters, N. (2020) [Working methods for online teaching](#). Department of Education, University of Oxford, Oxford.

Centre for Teaching and Learning (2020) [AY 2020-21: Planning for flexible and inclusive teaching](#).

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